



The California Department of Fish & Game Invites you to take the Departmental Promotional Examination for Supervising Laboratory Assistant II



FINAL FILING DATE: October 31, 2008
(Application must be postmarked by this date)



Department of Fish and Game employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.

Position Information

Duties: This level, under general direction, plans, organizes, and directs the work of a large group of Laboratory Assistants, including subordinate supervisory or technical personnel engaged in carrying out a variety of routine, nonprofessional laboratory functions.

Salary Range: \$3051 - \$3710

How to Apply for this Examination

Where to Mail: The State Examination Application (Form 678) must be POSTMARKED by the U.S. Postal Service no later than the final filing date. Applications POSTMARKED, PERSONALLY DELIVERED, OR RECEIVED VIA INTER-OFFICE MAIL, after the final filing date will not be accepted. Applications may be filed in person or by mail at:

Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814

Cross Filing Instructions: If you meet the entrance requirements for this class and for the Supervising Laboratory Assistant I, you may file for these exams on a single application. However, you must type or write in the complete title for each examination that you wish to take on the State Application (Form 678).

How to Get an Application: Obtain a State Application (Form 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at www.spb.ca.gov/jobs/stateapp_adobe.htm.

Accommodations for Persons with Disabilities: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

Requirements for Admittance to the Examination

Minimum Qualifications for Admittance:

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I:

In California state service: One year of experience performing the duties of a Supervising Laboratory Assistant I; or two years of experience performing the duties of a Senior Laboratory Assistant.

OR II:

Experience: One year of experience with responsibility for the supervision of the work of a group of nontechnical laboratory personnel; and

Education: Equivalent to the completion of two years of college, including at least twelve semester hours in college laboratory courses, such as chemistry, physics, biology, or bacteriology. (Additional qualifying experience in nontechnical supervision or in performing technical laboratory work may be substituted for the required education on a year-for-year basis.)

Special Personal Characteristics:

Aptitude and liking for laboratory work; orderliness; tact; reliability; either normal color vision, or partial color blindness only. (Applicants with partial color blindness must demonstrate the ability to satisfactorily distinguish colors most frequently found in laboratory work.) Color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.

Make Sure you Also Meet These Conditions:

All applicants must meet the experience requirements for this examination and have a permanent civil service appointment with the Department of Fish and Game as of October 31, 2008 to take this examination.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

Examination Information

Type of Examination:

This examination consists of a qualifications appraisal interview weighted **100.00%**. To obtain a position on the eligible list, you must attain a minimum rating of **70.00%**. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Minimum Qualifications for Admittance" shown on this announcement. Supplementary information will be accepted, but read the "Minimum Qualifications for Admittance" and "Scope of Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of **70.00%** must be attained.

Interview Dates:

It is anticipated that the interviews will be held during December 2008/January 2009.

Examination Locations:

Written tests and oral interviews are ordinarily scheduled in Sacramento, Los Alamitos, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

Scope of Examination:
(STUDY THIS to prepare for examination)

- A. Knowledge of:
 - 1. Names and uses of the common types of laboratory equipment.
 - 2. Elementary laboratory methods, techniques and procedures.
 - 3. Ordering, storage, and utilization of consumable laboratory supplies and equipment.
 - 4. General and special laboratory safety procedures.
 - 5. Principles of effective supervision; the preparation of laboratory specimens.
 - 6. The Department's Equal Employment Opportunity Program (e.g. Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process) objectives.
 - 7. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity program objectives.
- B. Ability to:
 - 1. Apply a wide range of nontechnical laboratory techniques.
 - 2. Plan, organize and direct the work of a large nontechnical laboratory staff, and get them to work together effectively.
 - 3. Analyze situations accurately and adopt an effective course of action.
 - 4. Follow oral and written directions.
 - 5. Prepare clear and comprehensive reports and statements.
 - 6. Keep clear and concise records.
 - 7. Effectively contribute to the Department's Equal Employment Opportunity (e.g. Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process) objectives.

Veterans Preference:

Veterans preference credit is not granted in promotional examinations.

Length of List Eligibility:

A departmental promotional eligible list will be established for the Department of Fish and Game. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Questions?

If you have any questions concerning the Supervising Laboratory Assistant II examination or the testing process, please contact Cynthia Keisler, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120. You may also visit our website at www.dfg.ca.gov.

Additional General Information

IMPORTANT: What to do if you haven't received any notifications:

For Written Examinations: If you haven't received your examination notice three days prior to the written test date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

For Examinations Without a Written Feature: If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

Remember, Examinations are Competitive

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

How Qualifications are Rated:

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Additional List Information:

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

Miscellaneous Information:

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME OFFERS EQUAL OPPORTUNITY TO ALL REGARDLESS OF SEX, MARITAL STATUS, RACE, COLOR, RELIGION, POLITICAL AFFILIATION, NATIONAL ORIGIN, ANCESTRY, AGE, SEXUAL ORIENTATION, DISABILITY, OR MEDICAL CONDITION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.